

Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name: Navajo Nation

Address: PO Box 646

City: Window Rock

State: AZ: Arizona

Zip Code: 86515-646

B. DUNS No. 009001702

II. Is the applicant currently receiving EPA Assistance? ☒ Yes ☐ No

III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

None

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

None

V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

None

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes

☒ No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes

☐ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

None

VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95)

☒ Yes

☐ No

a. Do the methods of notice accommodate those with impaired vision or hearing?

☒ Yes

☐ No

b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?

☒ Yes

☐ No

c. Does the notice identify a designated civil rights coordinator?

☒ Yes

☐ No

VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. 7.85(a))

☒ Yes

☐ No

IX. Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)

☒ Yes

☐ No

- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet Address for, or a copy of, the procedures.

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

Eugenia Quintana

B. Title of Authorized Official

President, Navajo Nation

C. Date

03/24/2022

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. *Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

*** See Instructions**

Instructions for EPA FORM 4700-4 (Rev. 06/2014)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973. The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification. * Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.



EPA KEY CONTACTS FORM

OMB Number: 2030-0020
Expiration Date: 06/30/2024

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name:	Prefix: Mr.	First Name: Jonathan	Middle Name:
	Last Name: Nez		Suffix:
Title:	President, Navajo Nation		
Complete Address:			
Street1:	PO BOX 7440		
Street2:			
City:	Window Rock	State:	AZ: Arizona
Zip / Postal Code:	86515	Country:	USA: UNITED STATES
Phone Number:	(928) 871-7000	Fax Number:	(928) 871-4025
E-mail Address:	jonthannez@navajo-nsn.gov		

Payee: *Individual authorized to accept payments.*

Name:	Prefix: Ms.	First Name: Elizabeth	Middle Name:
	Last Name: Begaye		Suffix:
Title:	Controller		
Complete Address:			
Street1:	PO BOX 3150		
Street2:			
City:	Window Rock	State:	AZ: Arizona
Zip / Postal Code:	86515	Country:	USA: UNITED STATES
Phone Number:	(928) 871-6308	Fax Number:	
E-mail Address:	elizabeth.begay@navajo-nsn.gov		

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name:	Prefix: Mr.	First Name: Cordell	Middle Name:
	Last Name: Shortey		Suffix:
Title:	Contracting Officer		
Complete Address:			
Street1:	PO BOX 646		
Street2:			
City:	Window Rock	State:	AZ: Arizona
Zip / Postal Code:	86515	Country:	USA: UNITED STATES
Phone Number:	(928) 871-6470	Fax Number:	(928) 871-6567
E-mail Address:	cshortey@omb.navajo-nsn.gov		

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: **Prefix:** Ms. **First Name:** Valinda **Middle Name:**

Last Name: Shirley **Suffix:**

Title: Executive Director

Complete Address:

Street1: PO BOX 339

Street2:

City: Window Rock

State: AZ: Arizona

Zip / Postal Code: 86515

Country: USA: UNITED STATES

Phone Number: (928) 871-7692

Fax Number: (928) 871-7996

E-mail Address: valinda.shirley@navajo-nsn.gov

Other Attachment File(s)

* Mandatory Other Attachment Filename:

Add Mandatory Other Attachment

Delete Mandatory Other Attachment

View Mandatory Other Attachment

To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment

Project Narrative File(s)

* **Mandatory Project Narrative File Filename:**

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

03/24/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

A98979620

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

The Navajo Nation

* b. Employer/Taxpayer Identification Number (EIN/TIN):

86-0092335

* c. Organizational DUNS:

0090017020000

d. Address:

* Street1:

PO Box 646

Street2:

* City:

Window Rock

County/Parish:

* State:

AZ: Arizona

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

86515-646

e. Organizational Unit:

Department Name:

Air & Toxics

Division Name:

Navajo Nation EPA

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Cordell

Middle Name:

* Last Name:

Shortey

Suffix:

Title:

Contracting Officer

Organizational Affiliation:

* Telephone Number:

(928) 871-7831

Fax Number:

(928) 871-6567

* Email:

cshortey@omb.navajo-nsn.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

I: Indian/Native American Tribal Government (Federally Recognized)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.034

CFDA Title:

Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities
Relating to the Clean Air Act

* 12. Funding Opportunity Number:

EPA-OAR-OAQPS-22-01

* Title:

Enhanced Air Quality Monitoring for Communities

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

1238-Areas Affected by Project.docx

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Navajo Nation Air Quality Control Program: Ambient Air Monitoring and Public Outreach

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="486,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="486,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Air Quality Control	66.001	\$	\$	486,000.00	\$	486,000.00
2.						
3.						
4.						
5. Totals		\$	\$	486,000.00	\$	486,000.00

Standard Form 424A (Rev. 7- 97)
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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Air Quality Control				
a. Personnel	\$ 42,533.00	\$	\$	\$	\$ 42,533.00
b. Fringe Benefits	18,451.00				18,451.00
c. Travel					
d. Equipment	236,000.00				236,000.00
e. Supplies	123,941.00				123,941.00
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	420,925.00				\$ 420,925.00
j. Indirect Charges	65,075.00				\$ 65,075.00
k. TOTALS (sum of 6i and 6j)	\$ 486,000.00	\$	\$	\$	\$ 486,000.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Air Quality Control	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>
9. <input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
10. <input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
11. <input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input style="width:100%;" type="text" value="486,000.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>
14. Non-Federal	\$ <input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input style="width:100%;" type="text" value="486,000.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>	\$ <input style="width:100%;" type="text" value="121,500.00"/>

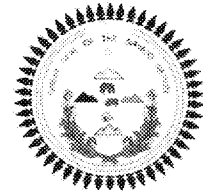
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. Air Quality Control	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>
17. <input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
18. <input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
19. <input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>	\$ <input style="width:100%;" type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input style="width:100%;" type="text" value="\$486,000.00"/>	22. Indirect Charges: <input style="width:100%;" type="text" value="\$65,075.00"/>
23. Remarks: <input style="width:100%;" type="text"/>	

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THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

December 6, 2021

MEMORANDUM

TO : Program Managers and Division Directors
The Navajo Nation

FROM : 
Domipie Beyal, Executive Director
Office of Management and Budget (OMB)

SUBJECT : Indirect Cost Negotiation Agreement - IDC Rates, FY 2021 of 16.47% and FY 2022 of 15.46%

Attached as Exhibit "A" is the subject Agreement for implementation effective immediately. On November 18, 2021, the Naabik'iyati Committee adopted resolution NABIN-51-21 (attached as Exhibit "B") to accept the IDC rates that was approved by Interior Business Center / Department of Interior (IBC/DOI). President Jonathan Nez signed the Agreement on December 3, 2021, to execute it. The Agreement is also available on the OMB website at www.omb.navajo-nsn.gov.

Pursuant to the FY 2022 Navajo Nation Budget Instructions Manual (BIM), Appendix L, Sec. VIII. C. 2., OMB requests departments and programs use the applicable IDC rate to budget for recovery of IDC funds in grant applications and awards. Also, please ensure the budget for IDC is supported by the Check Sheet on Calculating Budget for IDC Recovery, available at Appendix L-4 of the BIM.

On recovery of IDC funds, be advised the approved IDC rate in place at the time the external grant is expended, will be applied to recover IDC funds. For example, if the FY 2021 grant ended on September 30, 2021, and was extended to September 30, 2022, the FY 2022 IDC rate of 15.46% shall be used to recover IDC funds on the expenditures incurred on or after October 1, 2021.

Programs Managers are urged to write and inform their funding agencies of the applicable FY 2021 or 2022 IDC rate will be applied to the respective grant. Please copy the Contracts and Grants Section (CGS) / OMB on correspondence to your funding agency.

Thank you for complying with the FY 2022 BIM regarding use of the applicable IDC rate. Contact CGS/OMB at 871-6033 if you have questions.

ATTACHMENT / Distribution

Cc: file
President Nez / Vice President Lizer, OPVP
Seth Damon, Speaker – Navajo Nation Council
JoAnn Jayne, Chief Justice – Judicial Branch
Jamie Henio, Chairman – Budget and Finance Committee
Doreen McPaul, Attorney General - Office of the Attorney General
Elizabeth Begay, Acting Controller - Office of the Controller



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

Indian Organization Indirect Cost Negotiation Agreement

EIN: 86-0092335

Date: 12/02/2021

Organization:

Navajo Nation
P.O. Box 646
Window Rock, AZ 86515

Report Number: 2021-0520

Filing Ref.:

Last Negotiation Agreement
dated: 02/14/2020

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which Public Law 93-638 and 2 CFR Part 200 apply subject to the limitations contained in 25 CFR 900 and Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

Section I: Rate

Start Date	End Date	Rate Type	Name	Rate	Base	Location	Applicable To
10/01/2020	09/30/2021	Fixed Carry forward	Indirect	16.47 %	(A)	All	All Programs
10/01/2021	09/30/2022	Fixed Carry forward	Indirect	15.46 %	(A)	All	All Programs

(A) **Base:** Total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as payments to participants, stipends to eligible recipients, or subawards, all of which normally require minimal administrative effort.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

EXHIBIT "A"

Section II: General

- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
 - 1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
 - 2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
 - 3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- H. **Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.
- I. **Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the

Section II: General (continued)

affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
3. Each Indian tribal government desiring reimbursement of indirect costs must submit its indirect cost proposal to our office within six (6) months after the close of the Tribe's fiscal year, unless an exception is approved.

Section III: Acceptance

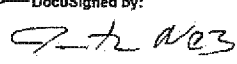
Listed below are the signatures of acceptance for this agreement:

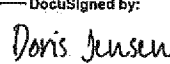
By the Indian Organization

By the Cognizant Federal Government Agency

Navajo Nation

US Department of the Interior - BIA

DocuSigned by:

B5064E50855F416...

DocuSigned by:

5F809670612D483...

Signature

Signature

Jonathan Nez

Craig Wills

Name:

Name:

President

Division Chief

Indirect Cost Services Division

Interior Business Center

Title:

Title:

12/3/2021

12/3/2021

Date

Date

Negotiated by: Omar Sheyyab

Telephone: (916) 930-3806

Next Proposal Due Date: 03/31/2022

RESOLUTION OF THE
NAABIK'ÍYÁTI' STANDING COMMITTEE
24th NAVAJO NATION COUNCIL -- Third Year, 2021

AN ACTION RELATING TO BUDGET AND FINANCE AND NAABIK'ÍYÁTI' COMMITTEES; APPROVING, ACCEPTING, AND IMPLEMENTING THE INDIRECT COST NEGOTIATION AGREEMENT WITH THE U.S. DEPARTMENT OF INTERIOR, INTERIOR BUSINESS CENTER, FOR FISCAL YEARS 2021-2022

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. Intergovernmental agreements are agreements between the Navajo Nation and another government that involve the sharing of governmental powers, and include Indian Self-Determination and Education Assistance Act (Public Law 93-638) contracts. 2 N.N.C. § 110(J).
- B. The Budget and Finance Committee was established as a standing committee by the Navajo Nation Council, and is empowered to review, approve, and accept agreements between the Navajo Nation and any federal authority upon the recommendation of the standing committee which has oversight over the division, department, or program making the request. 2 N.N.C. § 301(B)(15).
- C. The Budget and Finance Committee has oversight over the Navajo Nation's Office of Management and Budget. 2 N.N.C. § 301(B)(13).
- D. The Navajo Nation Council established the Naabik'íyáti' Committee as a standing committee, and empowered the Committee to "review and approve the negotiation and setting of the Navajo Nation's indirect cost or administrative cost rate agreements with the cognizant federal agency." 2 N.N.C. § 700(A) and § 701(A)(10).

SECTION TWO. FINDINGS

- A. The U.S. Department of the Interior, Interior Business Center ("DOI/IBC") has submitted an "Indian Organization Indirect Cost Negotiation Agreement" ("IDC Agreement") for the Navajo Nation, by letter to the Navajo Nation dated October 5, 2021. EXHIBIT A.

- B. The proposed rates in the IDC Agreement are 16.57% for the period of 10/01/2020 to 09/30/2021 and 15.46% for the period of 10/01/2021 to 09/30/2022. EXHIBIT A.
- C. The OMB has provided a memorandum dated October 8, 2021, describing the procedures required for the Navajo Nation to formally approve and accept the proposed IDC rates for Fiscal Year 2021 and Fiscal Year 2022, as set forth in the IDC Agreement. EXHIBIT B.
- D. Pursuant to the Navajo Nation's 2 N.N.C. § 164(A) review process, the OMB, the Office of the Controller, the Department of Justice, and other reviewers, have indicated that all the IDC Agreement and supporting documents are legally sufficient. EXHIBIT C.
- E. The Navajo Nation finds that approving and accepting the negotiated IDC rates, and entering into the IDC Agreement with the DOI/IBC, is financially prudent and in the best interest of the Navajo Nation.

SECTION THREE. APPROVAL OF IDC AGREEMENT

- A. The Navajo Nation hereby approves, accepts, and implements the Indian Organizations Indirect Cost Negotiation Agreement with the U.S. Department of the Interior, Interior Business Center, as shown in EXHIBIT A.
- B. The Navajo Nation authorizes the President of the Navajo Nation, or his approved designee, to execute the Indian Organizations Indirect Cost Negotiation Agreement on behalf of the Navajo Nation.

CERTIFICATION

I, hereby certify that the foregoing resolution was duly considered by the Naabik'íyáti' Committee of the 24th Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 20 in Favor, and 00 Opposed, on this 18th day of November 2021.


Honorable Seth Damon, Chairman
Naabik'íyáti' Committee

Nov 25, 2021
Date

Motion: Honorable Raymond Smith, Jr.
Second: Honorable Pernell Halona

Chairman Seth Damon not voting

Manifest for Grant Application # GRANT13579653

Grant Application XML file (total 1):

1. GrantApplication.xml. (size 21992 bytes)

Forms Included in Zip File(total 6):

1. Form ProjectNarrativeAttachments_1_2-V1.2.pdf (size 16012 bytes)

2. Form SF424_3_0-V3.0.pdf (size 24229 bytes)

3. Form SF424A-V1.0.pdf (size 22551 bytes)

4. Form EPA4700_4_3_0-V3.0.pdf (size 22585 bytes)

5. Form OtherNarrativeAttachments_1_2-V1.2.pdf (size 15906 bytes)

6. Form EPA_KeyContacts_2_0-V2.0.pdf (size 37334 bytes)

Attachments Included in Zip File (total 5):

1. ProjectNarrativeAttachments_1_2 ProjectNarrativeAttachments_1_2-Attachments-1234-Grant Narrative-ARP.docx application/vnd.openxmlformats-officedocument.wordprocessingml.document (size 203481 bytes)

2. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1237-IDC Negotiation 2021-2022.pdf application/pdf (size 510166 bytes)

3. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1236-NNEPAAQCPresume.pdf application/pdf (size 8341897 bytes)

4. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1235-Quality Assurance Statement.docx application/vnd.openxmlformats-officedocument.wordprocessingml.document (size 15451 bytes)

5. SF424_3_0 SF424_3_0-1238-Areas Affected by Project.docx application/vnd.openxmlformats-officedocument.wordprocessingml.document (size 11835 bytes)

Areas Affected by Project (Cities Counties, states, etc.):

Arizona: Apache County, Navajo County, Coconino County

Utah: San Juan County

New Mexico: San Juan County, Cibola County, McKinley County, Socorro County, Bernalillo County, Valencia County, Sandoval County

Quality Assurance Statement

Navajo Nation has a history of developing high quality technical air quality documents for public consumption, such as air quality permits and emissions inventory data. As a first step, we have identified the NNEPA Air Quality Control Program's Environmental Program Manager to serve as the Navajo Nation's Quality Assurance and Quality Control (QA/QC) Manager. This person will be responsible for working with the Project Leads to ensure adherence to the procedures that will be detailed in the Quality Assurance Project Plan (QAPP). The QA/QC Manager will lead the development of the project QAPP, which will be the first project deliverable to EPA, as no work on further tasks can begin until approved. The QAPP serves as the backbone in collecting representative concentrations to establish baseline levels, identifying potential sources of concern, and developing policy initiatives. Because the results of this project will be evaluated by EPA, tribal/state leaders, and scientists, reproducible and transparent procedures and methodologies will be of highest priority to be included in the QAPP. To ensure the technical quality of work products, we will prepare the QAPP following the requirements in EPA QA R-5.¹ The QAPP will address all applicable project tasks and will describe data collection, tracking, chain-of-custody, evaluation, interpretation, and dissemination of results. The QA/QC Manager will also incorporate, where applicable, the QA/QC procedures utilized by the Contractor and Vendors, such as calibration checks, data management and data integrity checks. The QAPP will include appropriate policies, procedures, best practices, specifications, standards, documentation, communications, and other activities necessary to ensure the accuracy and dependability of all data collected, used, and produced during the project. Navajo Nation will incorporate necessary standards and procedures to minimize costs, time required to complete the project, and repetitive work. A draft QAPP will be submitted to EPA within three weeks of project initiation, and the final QAPP will be prepared within two weeks of incorporating EPA's comments. The Project Manager will ensure that no work begins by the contractor until the final QAPP is approved by EPA, and a written notice to proceed is sent by Navajo Nation to the Contractor.

¹ EPA QA/R-5, EPA Requirements for Quality Assurance Project Plans.

THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

Navajo Nation Environmental Protection Agency – Air & Toxics Department
P.O. Box 339 Window Rock, AZ 86515 • Bldg # 2318 Window Rock Blvd.
Tel: 928.871.6790 Fax: 928.871.7996

I. Cover Page

Project Title: Enhanced Air Quality Monitoring for Communities Near Oil and Gas Facilities.

Applicant Information:

Navajo Nation Environmental Protection Agency
Air & Toxics Department/Air Quality Control Program
P.O. Box 529
Fort Defiance Arizona 86515
Glenna Lee, Environmental Program Manager
928-729-4247
[HYPERLINK "mailto:glennalee@navajo-nsn.gov"]
DUNS Number - 0090017020000

Set-Aside: Tribal Set – Aside (Navajo Nation)

Brief Description of Applicant Organization

The Navajo Nation Environmental Protection Agency (NNEPA) is responsible for protecting human health and the environment through regulations, public outreach, compliance and technical assistance, monitoring, propose legislation, assessments, studies and, analysis of proposals with potential to impact the Navajo Nation. The Navajo Nation Air Monitoring Section is responsible for operating and maintaining the Air Quality Control Program (AQCP) ambient air monitoring network on the Navajo Nation. The AQCP uploads collected air quality data to U.S. EPA's Air Quality Systems (AQS) database, which is then used to determine compliance with the National Ambient Air Quality Standards (NAAQS) to protect human health and the environment on Navajo.

Project Partner(s)

The Navajo Nation Air Quality Control Program will oversee the administration, logistics, stakeholder identification, purchasing and sampling activities and will need contractor support for laboratory analytical, data analysis, community engagement activities and technical report writing.

Project Location

Oil and Gas Facilities throughout the Navajo Nation

Air Pollutants Scope

Nitrogen Dioxide, Sulfur Dioxide (Hydrogen Sulfide -precursor), Ozone, Particle Pollution (PM_{2.5}), Volatile Organic Compounds, Carbon Monoxide

Budget Summary:

EPA Funding Requested	Total Project Cost
\$486,000	\$486,000

Project Period

November 1, 2022 – September 30, 2025

Short Project Description

The objective of the project is to evaluate whether the emission of volatile organic compounds from oil and gas facilities impacts human health and environment of neighboring Navajo communities. The data collected will be used to address community concerns of health impacts of oil and gas facilities. The funds will address health outcome disparities from pollution combined with COVID-19 concerns.

II. Workplan**Section 1 – Project Summary and Approach****A. Overall Project:**

Air quality monitoring information near the Navajo Nation is limited, especially near oil and gas areas in and around tribal lands. In 2020, oil, gas, and coalbed methane (CBM) wells in and around the Navajo Nation tribal land totaled over 21,000 wells, nearly 11 million barrels of liquids produced, over 535 million thousand standard cubic feet (MSCF) gas, and nearly 70 million barrels of produced water. Over 80% of these wells are unconventional wells. The types of processes supporting these wells include: compressor and lift engines, dehydrators, fugitives, heaters, liquids unloading, loading, pneumatics, pumps, and storage tanks. All these source categories are significant sources of ozone-producing pollutants, such as carbon monoxide (CO), nitrogen oxides (NO_x), and volatile organic compounds (VOCs). Additionally, emissions of sulfur dioxide (SO₂) and hydrogen sulfide (H₂S) are also generated from combustion and non-combustion processes. We are proposing to use ambient air monitoring technologies to implement a multi-pronged strategy of understanding impacts of oil and gas activities, working with stakeholders to reduce emissions, and informing impacted communities. Our proposed technologies include:

- Sensit Technologies S-Pod sensors for real-time continuous monitoring of VOCs, which includes an anemometer and ports for triggered canister sampling.
- Portable Federal Reference Method and Federal Equivalency Method (FRM/FEM) gaseous commercial analyzers for ozone, NO_x, and SO₂.
- Multiple low-cost sensors for H₂S and PM_{2.5} measurements.

Given the numbers, concentrations, and variability of the sources of oil and gas wells, our proposed strategy provides flexibility in identifying impacts from the multiple types of pollutants, sources, and locations. Our goal would be to deploy up to 4 primary locations for the S-Pods, gaseous commercial analyzers, and low-cost sensors in places that capture areas with higher emissions. Additionally, low-cost sensors would be placed in up to 16 locations at residences, schools, and community centers to provide an approximation of exposure. At a minimum, we would sample at these locations for one year to capture seasonal variabilities. We would use multiple air quality tools to help identify potential sampling locations, such as EPA's EJSCREEN, AirToxScreen, Climate and Environmental Justice Screening Tool, the National Emissions Inventory, and the Toxics Release Inventory. Additionally, we will look at socioeconomic information from the U.S. Census Bureau, the Centers for Disease Control

PLACES data, and our own tribal resources. Prior to the start of this project, we plan to update our tribal emissions inventory for base year 2020 or 2021, which lays the groundwork for stakeholder involvement. Our baseline monitoring results will serve as necessary information to continue with community and stakeholder engagement. Given the temporal variability of the reported data, we hope to identify specific oil and gas activities, such as drilling, hydraulic fracturing, loading and unloading of liquids and produced water from storage tanks, truck traffic, and potential process upsets.

We anticipate public and targeted meetings throughout the period of the project, providing information and status updates, as well as presenting results as they become available. Our overarching goal would be to develop strategies to reduce emissions impacting the tribal communities.

- B. Project Significance:** The program is proposing to address community complaints of air pollutants emitted from the oil and gas operations in the northern and eastern areas of the Navajo Nation. The air pollutants of concern include volatile organic compounds (VOC), ozone (O₃), nitrogen oxide (NO_x), sulfur dioxide (SO₂), hydrogen sulfide (H₂S) and particulate matter (PM_{2.5}). The community concerns focus on the human health and environmental impacts from the emissions including upper respiratory issues with the added concern of COVID-19 and its health impacts. Currently, there is no direct ambient air monitoring of the said emissions at the sites or surrounding area. The project will help in tracking oil and gas emissions from wells, monitoring and sampling of said pollutants. The sampling results will be shared with impacted communities and provide recommendation on reducing emissions and/or proposing policy change for a cleaner environment. The sampling results will also be used to develop a base-line emission inventory of all oil and gas facilities on Navajo Nation.

Section 2 – Community Involvement

A. Community Partnerships

The purpose of the project is to address the underserved Navajo communities concerns of health impacts of air pollution emitted by the oil and gas facilities nearby. The objective of the project is to evaluate whether the emission of volatile organic compounds from oil and gas facilities impacts human health and environment of neighboring Navajo communities. The data collected will be used to address community concerns of health impacts of oil and gas facilities. The NNEPA AQCP will promote partnership between stakeholders including the Navajo communities and the gas and oil facilities. The purpose of the partnership is to educate and increase the knowledge of Navajo Communities about the operation of oil and gas facilities including the types of emissions. In addition, educate the oil and gas facilities of the Navajo community concerns. The community members and the oil and gas facilities will be involved throughout the duration of the project via progress reports, quarterly updates of monitoring and sampling activities. If there should be any corrective action, both parties will be informed and involved in mitigation measures. NNEPA AQCP will need contractor project design support, air monitoring, data analysis and community engagement services.

B. Community Engagement

Throughout the project period, the contractor will support the NNEPA AQCP in community engagement services, such as for public in-person/virtual meetings, brochures, messaging and information dissemination. They will be informed of all monitoring and sampling activities, updated on data analysis and interpretation, and heavily involved in mitigation measures. They community members and the oil and gas facilities will receive quarterly reports on progress and accomplishments and will be asked for their input.

Section 3 – Environmental Justice and Underserved Communities

The Navajo Nation covers portions of three states: northeastern Arizona, southwestern Utah, and northwestern New Mexico. Within the tribal land, many of the tribal members live overburdened/underserved areas in terms of quality of life and environmental exposure variables. The latest version of EJSCREEN (v2.0) identifies over 200 census block groups in these areas. Many census block groups are in the 80th percentiles nationwide for socioeconomic and environmental indicators such as:

- Percent Minority = 62% of census block groups
- Percent Low Income = 51%
- Less High School Education = 42%
- Linguistic Isolation = 40%
- Unemployment = 46%
- Ozone Concentration Exposure = 100%

In addition to the EJSCREEN metrics, the Navajo Nation collects health and socioeconomic data that support its residence living in overburdened/underserved areas. The socioeconomic conditions on the Navajo Nation are bleak. On the reservation, an estimated 32% of all homes lack electricity, 31% do not have indoor plumbing, over 40% lack running water, 60% lack telephone services and have an unemployment rate of 80%. In addition to the existing socioeconomic status, COVID-19 pandemic added an additional stress on the already underfunded and limited tribal health care system. The Navajo Nation has been hit much harder with COVID-19 than other parts of the country. The following factors helps explain the higher rate of COVID-19 cases on Navajo: prevalence of underlying chronic health conditions including upper respiratory issues, diabetes, obesity, poor diet, inadequate infrastructure such as housing (multiple families living in one household) lack of running water and electricity, and limited and sometimes lack of transportation to health care facilities. Since community members are concerned about the health impacts from nearby oil and gas facilities, this study will help the people have a better understanding and knowledge of what certain air pollutants are being emitted and if the amounts are concerning/alarming. It will also help them better understand if there is any correlation between the emission of certain air pollutants and health and environmental impacts.

Section 4 – Environmental Results – Outcomes, Outputs and Performance Measures

A. Expected Project Outputs and Outcomes

The program will follow a project workplan that will include outputs and outcomes. The outputs and outcomes will be associated with a specific timeline, deliverables, performance measures and progress and financial reports. The following is a list of outputs and outcomes.

- Short term:
 - At the end of the first year, the program will identify and compile an Emission Inventory (EI) of oil and gas facilities on the Navajo Nation. The EI will be used as a base-line data for the Navajo Nation Minor Source Review Program which is currently in the implementation stage.
 - +Further identify the impacted community's health and environmental exposure concerns from the release of potential pollutants from the nearly oil and gas facilities.
 - Inform the community of monitoring and sampling activities and increase their awareness of the project.
 - Complete ambient air monitoring and sampling near underserved communities impacted by air pollutants from oil and gas facilities in the first year of the project.
 - Corrective action(s) from parties responsible for certain air pollution.

- Long-term:
 - The data collected and assessed will be used to provide recommendations on reducing emissions from the oil and gas facilities.
 - Reduction of human health exposure to air pollutants emitted from nearby oil and gas facilities.
 - Increase compliance at oil and gas facilities on the Navajo Nation.
 - Promote partnerships between all stakeholders including impacted and concerned communities, the regulated community and the regulators through information exchange and promoting a healthy human health and environment for all.
 - Policy action to mitigate and reduce exposure human health and the environment from air pollution emitted by the oil and gas facilities.

B. Performance Measures and Plan

- Track and report progress of tasks on a quarterly basis to the funding agency and to the Navajo Nation.
- Track and report expenditures and financial drawdowns on a quarterly basis to the funding agency and to the Navajo Nation.
- Track and report progress and accomplishments to all partners and stakeholders on a quarterly basis.

Timeline and Milestone

- Project Period – 36 months
- Community engagement/meetings – throughout the life of the project
- Quality Assurance plan/project plan – within 2 months of project initiation
- Purchase Equipment – within 4 months of project initiation
- Logistical support for siting of monitoring locations – within 4 months of project initiation
- Sampling – minimum from 4 months of project initiation through month 14 of the project
- Data Analysis – throughout, but intensive for months 14 through 21
- Preliminary and final reports – months 21 through 27
- Presentations/Engagement/Stakeholder meetings – months 27-36
- Quarterly reports to the funding agency, Navajo Nation and Stakeholders will be 30 days after the end of every Quarter (4 quarters per fiscal year).

Section 5 – Quality Assurance Statement

Navajo Nation has a history of developing high quality technical air quality documents for public consumption, such as air quality permits and emissions inventory data. As a first step, we have identified the NNEPA Air Quality Control Program's Environmental Program Manager to serve as the Navajo Nation's Quality Assurance and Quality Control (QA/QC) Manager. This person will be responsible for working with the Project Leads to ensure adherence to the procedures that will be detailed in the Quality Assurance Project Plan (QAPP). The QA/QC Manager will lead the development of the project QAPP, which will be the first project deliverable to EPA, as no work on further tasks can begin until approved. The QAPP serves as the backbone in collecting representative concentrations to establish baseline levels, identifying potential sources of concern, and developing policy initiatives. Because the results of this project will be evaluated by EPA, tribal/state leaders, and scientists, reproducible and transparent procedures and methodologies will be of highest priority to be included in the QAPP. To ensure the technical quality of work products, we will prepare the QAPP following the requirements in EPA QA R-5.¹ The QAPP will address all applicable project

¹ EPA QA/R-5, EPA Requirements for Quality Assurance Project Plans.

tasks and will describe data collection, tracking, chain-of-custody, evaluation, interpretation, and dissemination of results. The QA/QC Manager will also incorporate, where applicable, the QA/QC procedures utilized by the Contractor and Vendors, such as calibration checks, data management and data integrity checks. The QAPP will include appropriate policies, procedures, best practices, specifications, standards, documentation, communications, and other activities necessary to ensure the accuracy and dependability of all data collected, used, and produced during the project. Navajo Nation will incorporate necessary standards and procedures to minimize costs, time required to complete the project, and repetitive work. A draft QAPP will be submitted to EPA within three weeks of project initiation, and the final QAPP will be prepared within two weeks of incorporating EPA's comments. The Project Manager will ensure that no work begins by the contractor until the final QAPP is approved by EPA, and a written notice to proceed is sent by Navajo Nation to the Contractor.

Section 6 – Programmatic Capability and Past Performance

A. Past Performance

- Section 105 Grant – Air Pollution Control Program – The Section 105 Grant is the primary grant that supports the NNEPA AQCP. The program has been successful in completing the workplan tasks. The tasks are completed with the support of the staff, their knowledge, their dedication and time management. Each task has a specific requirement including outcome/outputs, completion dates, deliverables, reporting, and performance measures. These requirements help us in managing the grant and successfully completing the workplan tasks.
- Support Agency Cooperative Agreement – Cove Air Study – Ambient Air Monitoring and Public Outreach – The Cooperative Agreement is between USEPA Region 9 and NNEPA AQCP. The agreement has been extended beyond its original completion date due to the COVID-19 pandemic. The tasks are completed with the support of the staff, their knowledge, their dedication and time management. Each task has a specific requirement including outcome/outputs, completion dates, deliverables, reporting, and performance measures. These requirements help us in managing the grant and successfully completing the workplan tasks.
- Multipurpose Grant Program – The Multipurpose grant supports the upgrading of ambient air monitoring equipment. The workplan has specific requirement including outcome/outputs, completion dates, deliverables, reporting, and performance measures. These requirements help us in managing the grant and successfully completing the workplan tasks.

B. Reporting Requirements

- Section 105 Grant – Air Pollution Control Program - Within the last three (3) years, the Section 105 grant workplan tasks have been adequately and timely met. The Administrative Conditions and Programmatic Conditions have also been adequately met. The program provides a quarterly report (4 quarters) thirty (30) days after the last day of the quarter to the funding agency. The report includes a summary of task deliverables, outcomes/outputs, and a financial status report. The program also has a monthly call with the Project Officer for updates. The program also adheres to the reporting requirements of the Navajo Nation Office of Management and Budget and also provides financial and progress reports to the Office of the President/Vice President of the Navajo Nation.
- Support Agency Cooperative Agreement – Cove Air Study – The cooperative agreement was extended beyond its original completion date due to travel restrictions and NN closure during the COVID-19 pandemic. The program resumed its ambient air monitoring in May 2021.

The program provides a mid-year report and an end-of-the-year report to the funding agency. The report includes a summary of task deliverables, outcomes/outputs, and a financial status report. The reports have been adequately and timely reported. The Administrative Conditions and Programmatic Conditions of the grant have also been adequately met. The program also adheres to the reporting requirements of the Navajo Nation Office of Management and Budget and also provides financial and progress reports to the Office of the President/Vice President of the Navajo Nation.

- **Multipurpose Grant Program** – The grant was extended due to unforeseen circumstances in purchasing and installing new ambient air monitoring equipment. There were delays in getting quotes, purchasing, delivery and installation of equipment due to staff shortages in several offices. The program has been providing monthly updates to the funding agency of task deliverables and financial status reports. The program also adheres to the reporting requirements of the Navajo Nation Office of Management and Budget and also provides financial and progress reports to the Office of the President/Vice President of the Navajo Nation.

C. Staff Expertise – The Navajo Nation Environmental Protection Agency (NNEPA) is established to protect public health and the Navajo Nation environment through legislative proposals, monitoring and data collection, rulemaking as authorized by Navajo Nation law, enforcement actions, public education, obtaining funding, remedial and restoration activities and other appropriate means. NNEPA Air Quality Control Program (AQCP) has staff including the following; Environmental Program Manager, Senior Environmental Specialists, Environmental Specialists, Environmental Engineer, Administrative Assistants, and a Senior Information Systems Technician. The NNEPA AQCP technical staff have more than 5 years of successful air quality related experience including monitoring, sampling, permit writing, and community involvement among others. The administrative support staff also are highly experienced in assisting with grant management and financial management. The NNEPA AQCP will oversee the administration, logistics, stakeholder identification, purchasing and sampling activities and will need contractor support for laboratory analytical, data analysis, community engagement activities. Staff resumes are attached for all staff that will be involved in the project.

Section 7 – Budget

A. Budget Detail

Cost Line Item & Itemized	EPA Funding
Personnel	
(1) Senior Environmental Specialist @ \$27.16/hr x 522hrs/yr x 3 years = \$42,532.56	\$42,532.56
TOTAL PERSONNEL	\$42,533.00
Fringe Benefits	
\$42,532.56 x 43.38% = \$18,450.62	\$18,450.62
TOTAL FRINGE BENEFITS	\$18,451.00
Travel	

Mileage for Staff:	
TOTAL TRAVEL	
Equipment	
S-Pods: ~\$9,000 per S-Pod “package”, which includes a 4-canister port, anemometer, cellular transmission of data, solar panel for electricity, adapters, data reporting platform, etc. \$9,000 x 4 S-Pods = \$36,000	\$36,000
Commercial gas analyzers: ~\$15,000 per FRM/FEM analyzer which includes data logging. Total for 4 locations and 3 pollutants	\$180,000
Low-Cost Sensors: ~\$500 per sensor plus packaging. Total for 20 locations and 2 pollutants = \$20,000	\$20,000
TOTAL EQUIPMENT	\$236,000
Supplies	
TOTAL SUPPLIES	
Contractual	
Data Analysis and Logistical Siting Support: Over the 3-year period, \$50,000	\$49,941
Support Services Contract: Over the 3-year period for technical support and technical report writing.	\$24,000
Community Engagement Services/Support: Over the 3-year period, \$50,000	\$50,000
TOTAL CONTRACTUAL	\$123,941
Other	
TOTAL OTHER	
Indirect Charges	
IDC Base = \$486,000/1.1546=\$420,924.99 \$486,000 - \$420,924.99 = \$65,075.01	\$65,075.01
TOTAL INDIRECT	\$65,075.00

TOTAL FUNDING	\$486,000.00
TOTAL PROJECT COST	\$486,000.00

Personnel:

- Senior Environmental Specialist, \$56,710.08, 25% assigned to project, \$42,532.56 x 3 years
- Environmental Program Manager, \$35.26, \$73,622.88 20% assigned to project, no cost to project
- Environmental Specialist, \$23.62, \$49,318.56, 20% assigned to project, no cost to project
- Administrative Assistant, \$18.78, \$39,212.64, 10% assigned to project, no cost to project

Fringe Benefits: The Navajo Nation fringe benefit rate for regular status employee is 43.38%.

Travel: There will be no travel cost to the project. The Navajo Nation will provide in-kind travel costs.

Equipment: The purchase of Ambient air monitoring equipment includes; four (4) S-Pods, four (4) commercial gas analyzers, and twenty (20) low cost sensors.

Supplies: There will be no travel cost to the project. The Navajo Nation will provide in-kind supply costs.

Contractual: The Navajo Nation Air Quality Control Program will oversee the administration, logistics, stakeholder identification, purchasing and sampling activities and will need contractor support for laboratory analytical, data analysis, community engagement activities and technical report writing. To accomplish the primary objectives of this project, Navajo Nation will utilize contractual services through competitive bid from firms specializing in air quality monitoring (project design and support), data analysis, and community engagement activities. Depending upon the availability of qualified firms, this may result in one or two firms resulting in up to 3-year contracts. We anticipate needing contractual services for the following areas:

- 1) Project Design Support: The Contractor will assist Navajo Nation in identifying locations to place monitoring sites for the pollutants of interest. These services include GIS support, logistical support, QAPP support, identifying equipment/sheltering, training, deployment activities, and other activities throughout the monitoring period, including troubleshooting.
- 2) Air Quality Monitoring: The Contractor shall be knowledgeable in air quality monitoring technologies, such as for, but not including: S-Pods, low-cost air quality sensors, and ambient air collection of volatile organic compounds (VOCs) via SUMMA canister.
- 3) Data Analysis: During the monitoring portion of the study, the Contractor shall periodically review data measurements to evaluate suitability of the monitoring site locations and to identify problems with data collection. At the end of the monitoring, the Contractor shall provide a report summarizing data collection efforts, data summaries and interpretations, preparation of data to EPA, and recommendations/future work. Activities would also include presentations to Navajo Nation, community groups, and other stakeholders, as needed.
- 4) Community Engagement Services: Throughout the project period, the Contractor shall support Navajo Nation in community engagement services, such as for public in-person/virtual meetings, brochures, messaging, and information dissemination.

Other: Any other costs associated with the project will be provided by the Nation through in-kind cost.

Indirect Charges: The Navajo Nation Indirect Cost Rate is set at 15.46% for Fiscal Year 2022. A copy of the agreement is attached.

- B. Reasonableness of Costs:** The in-kind costs will be through the Navajo Nation EPA Operating Permit Program (OPP). The OPP is currently in the process of implementing a Minor Source Review Program which will address oil and gas facilities on the nation.
- C. Expenditure of Awarded Funds:** The program will be following The Navajo Nation Office of Management and Budget's Budget Instruction Manual (BIM) which provides instructions and information on budgeting and administration of externally restricted funds (ERF). Administration of funds includes quarterly financial and operational reporting, quarterly drawdowns of funds, meeting the performance measures. The program will also provide progress reports including financial and operational reports every quarter to the funding agency.

Experience Environmental Program Supervisor

Navajo Nation Environmental Protection Agency, Window Rock, Arizona

August 2019 – Present

- Manage the overall operation of two programs, the air monitoring program (federally funded) and the operating permit program (general funds).
- Responsible for budgeting and finance of four business units including monitoring expenditures, developing grant proposals, and negotiating with external funding agencies.
- Ensure all workplan activities are addressed and completed by the end of the fiscal year. Maintain communication with staff and Department Manager about updates, issues, concerns, investigations, accomplishments, environmental policy changes, administrative decisions including personnel and budgets that impact the program.
- Coordinate with USEPA Region 9 in the development of work plan activities based on the USEPA guidance document and Navajo Nations needs including ambient air monitoring for air pollutants and outreach activities.
- Participate in technical meetings with USEPA, States and other tribes with air monitoring facilities.
- Assist in the establishment of a Navajo Nation Minor Source Program Regulations (MSPR) that will provide air pollution permits for minor sources to help reduce methane and volatile organic compounds emissions.
- Seek other external funding sources to establish new ambient air monitoring locations and upgrade current air monitoring locations with new equipment.
- Streamline general funded program to ensure program operations is in accordance with established program objectives and that all Title V facilities are complying.
- Investigate air quality complaints and concerns including open burns.
- Addressed personnel issues including disciplinary actions and performance improvement plans.
- Keep upper management updated on important rules and regulation updates and how it impacts the Navajo Nation. Provide recommendations that impact the programs and the regulated community.

Environmental Program Supervisor

Navajo Nation Environmental Protection Agency, Window Rock, Arizona

October 2004 – August 2019

- Supervise day-to-day operation of NNEPA Pesticide Program.
- Ensure all workplan activities are addressed and completed by the end of the fiscal year. Maintain communication with staff and Department Manager about updates,

issues, concerns, investigations, accomplishments, environmental policy changes, administrative decisions including personnel and budgets that impact the program.

- Coordinate with USEPA Region 9 in the development of work plan activities based on the USEPA guidance document and Navajo Nations needs including monitoring of pesticide applications, inspections, outreach activities and increasing compliance rate among the regulated community.
- Assess, review and investigate alleged environmental violations and complaints.
- Review and interpret technical environmental reports.
- Conduct presentation in Navajo and English to the regulated community, general public and federal/state counterparts to address use/misuse, worker protection, endangered species, groundwater and pesticide regulations and laws.
- Conduct FIFRA compliance inspections and write summary reports.
- Participate in technical meetings with USEPA, States and other tribes with Pesticide Cooperative Agreements.
- Negotiate and finalize federal budget with USEPA. Monitor federal funds expenditure and ensure that it coincides with federal workplans.
- Provided technical guidance to tribes that participate in the Tribal Pesticide Program Council (TPPC) and those that were redeveloping programs to increase tribal capacity and capabilities to conduct tribal/federal FIFRA inspections, case development, develop and implement Certification and Training Program.
- Addressed personnel issues including disciplinary actions and performance improvement plans.

Senior Environmental Specialist

Navajo Nation Environmental Protection Agency, Window Rock, Arizona

April 2004 – October 2004

- Conduct FIFRA compliance inspections using federal inspector credentials under FIFRA.
- Conducted presentation in Navajo and English to the regulated community, general public and federal/state counterparts to address use/misuse, worker protection, endangered species, groundwater and pesticide regulations and laws.
- Reviewed and approved pesticide use proposals with the Navajo Nation Natural Heritage Program and the BIA Environmental Quality Office to protect threatened and endangered species.
- Assisted in assuring program fulfilled established and environmental objectives stated in the Cooperative Agreement with USEPA including budgeting, reviewing technical data and providing written and verbal reports, and coordinating workplan tasks.
- Delegated as the Environmental Program Supervisor for two months.

Senior Environmental Specialist

Navajo Nation Environmental Protection Agency, Window Rock, Arizona

April 2003 – December 2003

- Inspected underground storage tanks to determine regulatory compliance with the Navajo UST Act/Federal regulatory requirements.
- Monitored UST removal and installation of UST systems.
- Issued tribal/federal violations and assisted with implementation of enforcement actions.
- Reviewed analytical reports and related geological technical documents and assisted with development of geological technical recommendations.
- Participated in technical meetings with USEPA and UST owner/operators, contactor/subcontractors regarding cleanup standards for petroleum contaminated soil and groundwater and criteria to delineate vertical/lateral extent of contamination caused by releases of petroleum fuel from USTs.
- Supervised drilling/completion/sampling of groundwater monitoring wells and implementation of remedial actions.

Supervisory Environmental Health Specialist

Navajo Area Indian Health Services, Many Farms, Arizona

October 2001 – April 2003

- Supervised environmental health evaluations of institutional facilities such as schools, head start centers, chapter houses, senior citizen centers, trailer parks, pools, campground, nursing homes and daycare centers. Made recommendations to officials on how to improve policies and procedures.
- Developed, organized and supervised educational programs for school groups and tribal entities on a wide range of topics related to environmental health.
- Provided environmental evaluations of food service facilities. Recorded and documented information pertaining to food handling and shared this information with appropriate individuals.
- Trained food handlers to comply with the Navajo Nation Food Handlers permitting.

Environmental Specialist

Inter-Tribal Council of Arizona, Inc., Phoenix, Arizona

August 2000 – September 2001

- Developed Sampling and Analysis plans for tribal communities in Arizona for sampling organochlorine and organophosphate pesticides in groundwater.
- Coordinated sampling activities and ensured that proper quality control measures were implanted in the field, laboratory and data offices.
- Conducted groundwater sampling activities for Arizona tribes and prepared summary reports of the results.

Environmental Technician

SECOR International, Inc., Las Vegas, Nevada

October 1999 – June 2000

- Monitored remediation system operation and dissolved oxygen aquifer for a national marketing client at numerous sites in Nevada.
- Conducted groundwater monitoring and sampling activities for a national marketing client at numerous sites in Nevada.
- Assisted with report preparation, editing and processing of sampling reports and assisted with budgeting, ordering/scheduling supplies and with accounts payable and accounts receivable processing for the company.

Environmental Specialist

Navajo Nation Environmental Protection Agency, Window Rock, Arizona

September 1995 – August 1997

- Conducted asbestos compliance monitoring inspection at more than 25 school facilities on the Navajo Nation in accordance with the USEPA Asbestos Hazard Emergency Response Act (AHERA).
- Documented AHERA inspections, conducted follow-up activities, prepared and submitted reports to USEPA.
- Provided outreach to the Local Education Agency (LEA) in complying with asbestos operations regulatory training requirements including OSHA, AHERA.

EDUCATION Master of Science, Environmental Policy and Management

University of Nevada Las Vegas, Las Vegas, Nevada

May 2000

Bachelor of Arts, Environmental Studies

University of Nevada Las Vegas, Las Vegas, Nevada

May 1995

Teri Shorty

Ex. 6 Personal Privacy (PP)

terismith@navajo-nsn.gov

Education: Tribal Governance Accounting and Computer Training
UNM-Gallup
08/24/12-Progress

Navajo Nation Environmental Protection Agency
Air & Toxics Department/ Air Quality Control Program
P.O. Box 339
Window Rock, AZ 86515
(928) 871-6790
Job Title: Office Specialist

Work Experience and Responsibilities:

02/2013-Present As an office specialist for Air & Toxics Department, I gained experience and knowledge on monitoring seven (8) financial business units. Two (3) business units are Generally funded programs which are Air & Toxics Department, Navajo Radon Program and Commission on Emergency Management (CEM). Five (5) business are Federally funded programs which are Air Quality Control Program, Pesticide Program, Indoor Radon Program, Residential Smoke Interventions Program and Cove Air Study.

Each program I have prepared financial documents such as PR's (Purchase Requisition), ICR's (Interdepartmental Charge Requisition), SSO's (Stationary Supply Order). Prepare/Submit Receiving Reports for PO's and Contracts. Prepare OR's utilizing FMIS 6B Procurement. Obtain quotes from vendors. Knowledge of Procurement Policies. Each purchase includes three (3) quotes from vendors to abide the Purchasing Procurement Policies. Maintain expenditures of all business unit including personnel expenditures. Expenditures are entered in a data spread sheet. Reconcile all expenditures to prevent deficits. Prepare travel arrangements; such as flight and hotel, and vehicle rental arrangements. Process conference/training registration payments when necessary. Prepare all necessary travel documents (Training Request Forms (TRFs) (Department and Staff Development Forms), and Travel Authorizations. Knowledge of Navajo Nation Travel Policies and Procedures. Review all Travel Expense Reports accordingly to the Navajo Nation travel per diem rates, and to ensure accuracy travel information is completed.

Participate in the yearly budget preparations; attend meetings with Office of Budget Management to obtain new budget rates such as fringe benefits, IDC rates, and insurance premium rates. Prepare general funded budgets and federally funded budgets. Prepare budget revisions according to wage adjustments, and/or additional purchases/travel. Each budget revision is submitted for approval process. Report any revisions of the budget to the Project Officer (Funding Agency). Prepare 164 documents for all budgets to obtain signature from the Navajo Nation President. Work closely with the Contracts & Grants section and the department Contract Principal Analyst to ensure all federal funded budgets

are uploaded to grants.gov to meet submittal deadlines to the funding agency. Make necessary corrections to the budget if necessary.

Maintain electric and hard copy of all correspondences, reports (travel, weekly, quarterly, end of year reports), open burn registrations, environmental review, and complaints. Assist in quarterly reports such as providing expenditure expended and expenditure percentages, also number of environmental reviews completed.

Prepare Personnel document such as PAFs (New hire, temporary, termination, step increase, and general wage adjustment), Merit Bonus/Recommendation Form, Payroll Backpay Forms. Ability to maintain/practice confidentiality. File all documents in appropriate file.

Provide updates through verbal and written communication (emails).

Log incoming and outgoing mail. Distribute mail to appropriate parties.

Answer telephone calls, route calls to appropriate staff, and take messages. Log incoming and outgoing calls to ensure appropriate information is recorded.

Monitor and order office supplies for field work, outreach, and meetings. Order outreach materials to distribute at outreach events.

Coordinate staff meetings; develop meeting agenda and activities. Transcribe meeting minutes.

Type and edit correspondences; justifications and reports. Knowledge in Microsoft word, Excel, Power Point, and Publisher.

Knowledge of office machinery; Xerox/copier, scan, fax machine.

Technical- Install/Retrieve PM10 filters at Nazlini Monitoring Site in Nazlini, AZ. Download data results from PM10 Monitoring Station. Package/Ship filters to Inter Mountain Lab.

Assist Public with filling Open Burn Registrations (Traditional/Agriculture) forms. Submit all Open Burns Registration to Navajo Forestry-BIA.

Trainings/Certifications:

24hr HAZWOPER- Field Science Institute

Administrative Assistant Conference- Skill Path/National Training Seminars

Records Management- Navajo Nation Records Management Department

OMB Guidance/Federal Awards- Kiva Institute

Defensive Driving Course- Navajo Nation Department of Highway Safety

FMIS/JD Edwards- Common Foundation, Inquiry Training, Document Log, Accounts Payable, Procurement

Sexual Harassment- Navajo Nation Department of Staff Development & Training Department

Introduction to Tribal Air Quality- Northern Arizona University Institute for Tribal Environmental Professionals

Tohatchi Community Chapter
P.O. Box 1236
Tohatchi, NM 87325

Ex. 6 Personal Privacy (PP)

Job Title: Accounts Maintenance Specialist (Temp)

Work Experience and Responsibilities:

07/2009-02-2013

Reconcile cash accounts monthly and print out monthly and print out monthly financial reports from MIP Accounting Software. Enter cash receipts on daily basis using MIP Accounting Software. Enter Deposits on a weekly basis using

the MIP Accounting Software. Back up daily on MIP Accounting Software. Post payments to appropriate accounts on MIP Accounting Software. Print out checks for vendor payments, financial assistance, PEP payroll, travel advances, stipends for Chapter Officials and committee members. Prepare financial reports for Planning Meeting and Chapter Meeting. Coordinate travel and lodging accommodations for staff, as requested. Attach all needed documents before a check is printed out. Count incoming revenues from solid waste revenues and chapter revenues and attach a copy of the deposit slip. Prepare deposits for Community Service Coordinator. Prepared documents for PEP hiring i.e. W2's, Personnel Action Form (PAF), New Hire Form, Project Application, Personnel Roster Form, Employment/Termination Notice, Standard of Conduct, Acknowledgement and Understanding form, Acknowledgement of Temporary Employment, PEP Project Package Checklist, Interview score sheet. Send public announcements to radio stations, and local newspaper company for public meetings or workshops. Updated chapter webpage for public information. Type and word process documents as needed, greet public and refer them to appropriate staff members, answer phone, route calls and take messages. Assist staff with administrative duties as requested. Develop and maintain Chapter inventory system. Distribute incoming mail and prepare out going mail. Maintain lobby and front desk; keeping it clean and free from clutter. Order supplies and monitor inventory. Update and maintain mailing lists. Produced mailing labels and reports as requested.

In-House Training: MIP Accounting Software, Bookkeeping, Coordination, Business Vendors, Personnel Files, Public Exposure, Computer Literacy, Business office etiquette, Basic Inventory-property/assets, office operations. Knowledge & Bookkeeping: Reconcile, Financial Reports, Cash Entries, Deposit/Post Payments, maintain/distribute checks, documentation filing, backup daily/weekly/monthly, coordination of travel, personnel & vendors, prepare documents, greet public, assist/order supplies & monitor.

REASON FOR LEAVING: Offered Position with NNEPA- Air & Toxics

Tohatchi Workforce

P.O. Box 1236

Tohatchi, NM 87325

Ex. 6 Personal Privacy (PP)

Job Title: Administrative Assistant

Work Experience and Responsibilities:

03/2009-07/2009

Receive and direct telephone calls; relay conversation and relate messages to other while maintaining accuracy, clarity and confidentiality. Perform primary contact and establish aide with clients, visitors and people going in and out of the institution on a daily basis. Answer basic questions made by the clients, visitors and people dropping by the institution. Receive, obtain and store important client information and ensure validity completeness, accuracy and confidentiality of these records. Ensure the proper filing of pertinent documents. Plan, coordinate and organize various meetings. Transcribe of meeting minutes. Ensure that all office personnel and colleagues adhere closely to the rules and regulations of the institution. Answer phone calls and transfer calls to appropriate employees. Meet and greet visitors. Maintain a pleasant appearance of the reception area.

REASON FOR LEAVING: Employment Opportunity

Fastbucks Corporation
605 W. HWY 66
Gallup, NM 87305
(505) 726-9190
Job Title: Manager

Supervisor: Margaret Cayazo

Work Experience and Responsibilities:

08/2008-3/2009

Approve loans within specified limits, and refer loan applications outside those limits to District Manager for approval. Meet with applicants to obtain information for loan applications and to answer questions about the process. Analyze applicant's financial status, credit evaluation to determine feasibility of granting loans. Explain to customers the different types of loans and credit options that are available, as well as the terms of those services. Obtain and compile copies of loan applicants' credit histories, corporate update credit and loan files. Review loan agreements to ensure the payment schedules. Compute payment schedules. Stay abreast of new types of loans and other financial services, and products in order to better meet customers needs. Submit applications to credit analyze for verification and recommendation. Hand customer complaints and take appropriate action to resolve. Negotiate payment arrangements with customers who have delinquent loans. Attend daily conference call to discuss incoming revenue. Reconcile cash at the end of the day. Counted and deposited all monies. For outstanding title loans, the company repossessed vehicles. Oversee (2) loan collector to ensure all debits were collected.

REASON FOR LEAVING: Resignation (Complicated Pregnancy)

Tohatchi Giant Industries
P.O. Box 1237
Tohatchi, NM 87325

Ex. 6 Personal Privacy (PP)

Job Title: Sales Associate

Work Experience and Responsibilities:

08/2006-08/2008

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge, and all other aspects of customer service. Maintain an awareness of all promotions and advertisements. Assist in floor movies, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring stock floor. Aid customer requests to management. Stock shelves, and mark prices on the items. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct, and that there is adequate change. Issue receipts, refunds, or change due to customers. Process merchandise returns or exchanges. Receive payment by cash, check, credit cards. Sort, count, and wrap currency and coins. Calculate total payments received after each shift and reconcile total sales. Compile and maintain non-monetary reports and records. Worked in Hot Stuff Pizza duties include: clean food preparation areas, cooking surfaces, and utensils. Cook and package batches of food, such as; hamburgers and fried chicken, which are

prepared as food are sold. Maintain sanitation, health, and safety standards in work areas. Measure ingredients requires for specific food items being prepared. Operate large cooking equipment such as grills, deep fat fryers. Clean and restock workstations and display cases. Prepare dough and following recipes.
REASON FOR LEAVING: Resignation (Job Opportunity)

Navajo Housing Authority
P.O. Box 557
Fort Defiance, AZ 86504

Ex. 6 Personal Privacy (PP)

Job Title: Maintenance Secretary

Work Experience and Responsibilities:

08/2000-10/2000

Prepared work orders for tenants. Forward all work orders to maintenance workers. Counted all revenues from work orders. If major damages to the housing, a service call to a vendor was required. Maintain personnel folders for tenants. Assisted with all housing inspections. Answer telephone calls and direct calls to appropriate parties. Maintain travel logs for maintenance workers and supervisors. File all completed documents.
REASON FOR LEAVING: Temporary Employment

Tohatchi Area of Opportunity & Services
P.O. Box 49
Tohatchi, NM 87325

Ex. 6 Personal Privacy (PP)

Job Title: Administrative Assistant

Work Experience and Responsibilities:

01/2000-05/2000

On weekly basis prepare money for deposit from incoming revenues. Entered all revenues in the accounting software. Counted all monies received from the kitchen for breakfast lunch sales. Maintain client personnel folders, also made new folders for new clients. Inventory of all office supplies, ordered office supplies. Arrange travel and meetings for the Executive Director, as well as staff meetings to discuss client evaluations. Schedule activities for clients and staff. Prepare/distribute incoming and outgoing mail. Answer telephone calls and direct them to appropriate parties.
REASON FOR LEAVING: Temporary Employment

Kaelynn Morgan

Ex. 6 Personal Privacy (PP)

Professional Summary

Insightful Environmental technician and student with comprehensive experience in collecting and analyzing samples of air. Well-versed in preparing summaries and summarizing trends and findings, working knowledge of field electronic data. Capable of working independently and following all safety rules and regulations. Highly organized, able to learn new tasks quickly, proactive and punctual with team-orientated mentality.

Skills

- | | |
|---------------------------------|-------------------------------|
| • Customer and Personal Service | • Time Management |
| • Computer Proficiency | • Dependable |
| • Critical Thinking | • Strong interpersonal skills |
| • Communications and Media | • Field Reporting |
| • Biology/ Science | • Active Learner |
| • Ability to multi-task | • Report writing |

Experience

*Navajo Nation Air & Toxics Program/ Air Quality Control Program
Environmental Specialist*

*Window Rock
February 2022- Current*

- Performed project monitoring and air sampling for PM 2.5, PM 10, Metals, Ozone, SO₂, NO_x and Meteorological tower.
- Performed filter installs and pickups 2 or more times a week from two sampling sites.
- Conducted Zero-Span-Precision checks bi-weekly at the Shiprock Air Station.
- Maintaining equipment at both Nazlini and Shiprock site.
- Performing monthly quality assurance checks on PM samplers in Nazlini, AZ.
- Packaged and sent samples via FED-EX.
- Kept record and filled out COC's for PM_{2.5} filters.
- Processed agricultural and cultural registrations.
- Kept records for open burn registrations and sent updated Excel files to BIA weekly.
- Kept record and prepped open burn complaints.
- Do follow-up calls for complaints, send warning letters to the responsible party etc.
- Developed quarterly and annual reports to the Navajo Nation.
- Knowledge of equipment used; calibrators, air monitors, meteorological towers, flow meters.
- Communicating with other departments within and outside NNEPA.
- Deployed 1 Purple Air monitor; maintaining data download weekly.
- Participating in virtual webinars, workshops and trainings from EPA and ITEP etc.
- Office work; filing, cleaning, printing, faxing, copying, etc.

- Answering 3+ calls per day to answer customer questions about open burn registrations and regulations.
- Provided excellent service and attention to customers when face-to-face or through email.
- Used Microsoft programs to update forms, create power-points for the office.
- Learned and now proficient with PQ-200 air sampler models, Radionuclide monitors, gaseous analyzers and MET Tower.
- Drove short and long distances to Air Monitoring sites, and FED-EX locations through all weather conditions.
- Kept detailed and up to date field binder for both sampling locations.
- Worked with USEPA on Cove Air Study; Traveling to Cove weekly.
- Obtained Navajo Nation driving permit.
- Working on improving air equipment in Shiprock and Nazlini.
- Using EPA AQS to transfer gaseous, precision and PM2.5 data into a format AQS accepts and loading data into AQS, monthly.

Navajo Nation Air & Toxics Program/Radon & Air Quality Control Program
Associate Environmental Specialist

Window Rock
May 2021- Current

- Performed project monitoring and air sampling for PM 2.5, PM 10, Metals, Ozone, SO₂, NO_x and Meteorological tower.
- Performed filter installs and pickups 2 or more times a week from two sampling sites.
- Conducted Zero-Span-Precision checks bi-weekly at the Shiprock Air Station.
- Maintaining equipment at both Nazlini and Shiprock site.
- Performing monthly quality assurance checks on PM samplers in Nazlini, AZ.
- Packaged and sent samples via FED-EX.
- Kept record and filled out COC's for PM2.5 filters.
- Processed agricultural and cultural registrations.
- Kept records for open burn registrations and sent updated Excel files to BIA weekly.
- Kept record and prepped open burn complaints.
- Do follow-up calls for complaints, send warning letters to the responsible party etc.
- Developed quarterly and annual reports to the Navajo Nation.
- Knowledge of equipment used; calibrators, air monitors, meteorological towers, flow meters.
- Communicating with other departments within and outside NNEPA.
- Deployed 1 Purple Air monitor; maintaining data download weekly.
- Participating in virtual webinars, workshops and trainings from EPA and ITEP etc.
- Office work; filing, cleaning, printing, faxing, copying, etc.
- Answering 3+ calls per day to answer customer questions about open burn registrations and regulations.
- Provided excellent service and attention to customers when face-to-face or through email.
- Used Microsoft programs to update forms, create power-points for the office.
- Learned and now proficient with PQ-200 air sampler models, Radionuclide monitors, gaseous analyzers and MET Tower.
- Drove short and long distances to Air Monitoring sites, and FED-EX locations through all weather conditions.
- Kept detailed and up to date field binder for both sampling locations.
- Worked with USEPA on Cove Air Study; Traveling to Cove weekly.
- Obtained Navajo Nation driving permit.

- Working on improving air equipment in Shiprock and Nazlini.
- Using EPA AQS to transfer gaseous, precision and PM2.5 data into a format AQS accepts and loading data into AQS, monthly.

*Navajo Nation Air & Toxics Program/Radon & Air Quality Control Program
Environmental Technician*

*Window Rock
October 2020- May 2021*

- Performed project monitoring and air sampling for PM 2.5, PM 10, Metals, Ozone, SO2, NOx and Meteorological tower.
- Performed filter installs and pickups 2 or more times a week from two sampling sites.
- Conducted Zero-Span-Precision checks bi-weekly at the Shiprock Air Station.
- Maintaining equipment at both Nazlini and Shiprock site.
- Performing monthly quality assurance checks on PM samplers in Nazlini, AZ.
- Packaged and sent samples via FED-EX.
- Kept record and filled out COC's for PM2.5 filters.
- Processed agricultural and cultural registrations.
- Kept records for open burn registrations and sent updated Excel files to BIA weekly.
- Kept record and prepped open burn complaints.
- Do follow-up calls for complaints, send warning letters to the responsible party etc.
- Developed quarterly and annual reports to the Navajo Nation.
- Knowledge of equipment used; calibrators, air monitors, meteorological towers, flow meters.
- Communicating with other departments within and outside NNEPA.
- Deployed 1 Purple Air monitor; maintaining data download weekly.
- Participating in virtual webinars, workshops and trainings from EPA and ITEP etc.
- Office work; filing, cleaning, printing, faxing, copying, etc.
- Answering 3+ calls per day to answer customer questions about open burn registrations and regulations.
- Provided excellent service and attention to customers when face-to-face or through email.
- Used Microsoft programs to update forms, create power-points for the office.
- Learned and now proficient with PQ-200 air sampler models, Radionuclide monitors, gaseous analyzers and MET Tower.
- Drove short and long distances to Air Monitoring sites, and FED-EX locations through all weather conditions.
- Kept detailed and up to date field binder for both sampling locations.
- Worked with USEPA on Cove Air Study.
- Obtained Navajo Nation driving permit.
- Working on improving air equipment in Shiprock and Nazlini.
- Using EPA AQS to transfer gaseous, precision and PM2.5 data into a format AQS accepts and loading data into AQS, monthly.

*Navajo Nation Operating Permit Program
Environmental Technician*

*Ft. Defiance
June 2020- September 2020*

- Performed project monitoring and air sampling for PM 2.5 and Metals
- Performed filter installs and pickups 2 or more times a week from two sampling sites.
- Packaged and sent samples via FED-EX.
- Assisted front office with agricultural and cultural registrations.
- Assisted with quarterly reports to the Navajo Nation.
- Knowledge of equipment used; calibrators, air monitors, meteorological towers.

- Worked with community members/ maintained working relations.
- Represented Air Quality Control Program and Operating Permit program during virtual webinars.
- Completed trainings and webinars related to AQCP and OPP from ITEP.
- Office work; filing, cleaning, printing, faxing, copying, etc.
- Answered 5+ calls per day to answer customer questions.
- Provided excellent service and attention to customers when face-to-face or through email.
- Used Microsoft programs to update forms, monthly calendars, create power-points for the office.
- Performed calibrations and quality assurance checks on monitors.
- Assisted with distributing Purple Air sensors.
- Downloaded data from the PQ 200 and MET tower to field laptops.
- Kept field binder for both sampling locations.
- Worked with USEPA on Cove Air Study.
- Had teleconference phone calls each week with USEPA.

*Navajo Nation EPA Air Quality Control Program-Cove Air Study
Environmental Technician*

*Ft. Defiance
August 2019- May 2020*

- Performed project monitoring and air sampling for PM 2.5 and Metals
- Performed filter installs and pickups 2 or more times a week from two sampling sites.
- Packaged and sent samples via FED-EX.
- Assisted front office with agricultural and cultural registrations.
- Kept records for open burn registrations.
- Kept record and prepped open burn complaints.
- Developed quarterly reports to the Navajo Nation for the Cove Air Study.
- Developed reports to USEPA; Cove Air Study
- Knowledge of equipment used; calibrators, air monitors, meteorological towers.
- Worked with community members/ volunteers from Cove, AZ; maintained working relations.
- Represented Air Quality Control Program at 6 different community outreaches throughout Navajo Land; interacted with all age groups.
- Presented our study at EPA Region 9 meeting in Cove, AZ.
- Completed 4 programs and received certificate from ITEP.
- Office work; filing, cleaning, printing, faxing, copying, etc.
- Answered 5+ calls per day to answer customer questions.
- Provided excellent service and attention to customers when face-to-face or through email.
- Accompanied co-workers to respond to open burn complaints.
- Used Microsoft programs to update forms, create power-points for the office.
- Performed calibrations and quality assurance checks on monitors.
- Learned and now proficient with PQ-200 air sampler models, Radionuclide monitors, and MET Tower.
- Downloaded data from the PQ 200 and MET tower to field laptops.
- Drove short and long distances to Air Monitoring sites, outreaches, meetings and FED-EX locations through all weather conditions.
- Kept field binder for both sampling locations.
- Worked with USEPA on Cove Air Study.
- Had teleconference phone calls each week with USEPA.

Totsoh Trading Post

Lukachukai, AZ

- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Type, format, proofread, and edit correspondence and other documents, from notes using computers.
- Inventory and order materials, supplies, and services.
- Dispersed incoming mail to correct recipients throughout the office.
- Organized files, developed spreadsheets, faxed reports and scanned documents.

Volunteer Work

St. Mary's Food Distribution- Tsaile, 2020

- Assisting at food distributions through the pandemic
- Boxing food
- Carrying boxes from 5-45lbs
- Loading up boxes into vehicles

Lady of Fatima Church; Pantry, 2018-2019

- Boxing food
- Communicating with community in the Navajo language
- Labor work- loading boxes from building to vehicles

Second Chance Animal Shelter, 2015-2016

- Took dogs on walks
- Trained dogs to do simple commands;
- Prepared meals for puppies and dogs
- Assisted with adoption paperwork
- Training new volunteers
- Cleaning out kennels

Sunshine Rescue Mission, 2014-2015

- Communicating with different individuals
- Developing learning and listening skill
- Food server

Education

Northern Arizona University

Flagstaff, AZ

Bachelor of Science: Medical Biology

Dec 2019

Adapted to the University lifestyle quickly. Positive mindset, fast learner, attended classes on time, and developed research skills.

Volunteer, [Native American Student Services. Member, Chemistry Club and One Tribe Ministries]

Chinle High School

Chinle, AZ

High School Diploma

May 2011

Ex. 6 Personal Privacy (PP)

j.george@navajo-nsn.gov

Summary of Qualifications

- ♦ Ability to conduct Title V & Non-Title V Inspections, research projects, take thorough notes, document results and display data clearly.
- ♦ Skilled in compiling data from projects, conduct analysis, establish an abstract and put together a poster presentation or an oral presentation.
- ♦ Well rounded leadership skills and good work ethic based on a four year collegiate experience
- ♦ Self-motivator with high energy who is committed to complete every task and challenge

Education

Haskell Indian Nations University – Lawrence, KS

College of Environmental Science

Bachelor of Science - Environmental Science (December 2011) - 3.5 GPA

Work Experience

Sr. Environmental Specialist- NNEPA Air Quality Control Program

November 12, 2019- Current

Ex. 6 Personal Privacy (PP)

- ♦ Review, critique, and provide comments to the proposed Navajo Nation Minor Source Program Regulations (MSPR). The purpose of these regulations is to establish a unitary operating and preconstruction review permitting program for minor sources, minor modifications at existing minor sources, minor modifications at major sources, and synthetic minor sources located on the Navajo Nation.
 - ❖ These regulations also set forth the substantive provisions and procedures that Navajo Nation EPA will use to administer the Minor Source Program.
 - ❖ These regulations will also allow NNEPA to maintain an inventory of minor source emissions on the Nation by establishing a registration system for all sources emitting below the Minor Permit Threshold.
- ♦ Review, critique, and provide comments to the proposed general permit for non-major sources and minor modifications to non-major sources in the oil and natural gas production and natural gas processing segments of the oil and natural gas sector.
 - ❖ This general permit offers an opportunity for coverage to all true non-major "oil and natural gas sources" on the Navajo Nation. It sets legally and practicably enforceable requirements to control and reduce emissions of volatile organic compounds, nitrogen oxides, sulfur dioxide, particulate matter, hydrogen sulfide, carbon monoxide, and various sulfur compounds from those sources.
 - ❖ The MSPR authorize NNEPA to issue general permits that are applicable for categories of sources that are similar in nature and would be subject to the same or substantially similar requirements under the governing statute and regulations.
- ♦ Review, critique, and provide comments to the proposed general permit for gasoline dispensing facilities.
 - ❖ This general permit offers an opportunity for coverage to all true non-major Gasoline Dispensing Facilities (GDF's) subject to MSPR, and minor modifications at those sources.
- ♦ Provide air permitting support on behalf of Navajo Nation EPA Air Quality Control Program to ensure the MSPR approval process adheres to all Navajo Nation Clean Air Act by attending conference calls, meetings, and collaborations with Jill Grant, NNEPA consultant.
- ♦ Participate in Title V permitting update calls with EPA and other entities to ensure the Nation is up to date with new applicable regulations.
- ♦ Conduct education and outreach for the Operating Permit Program, Air Quality Control Program and Open Burn Regulations at local chapter houses, community events, colleges, and school classrooms and other public events.
- ♦ Ensured enforcement and compliance of the Navajo Nation Open Burn Regulations on the Navajo Nation by issuing Open Burn Permits and Registration forms as well as checking for application completeness.

Ex. 6 Personal Privacy (PP)

- ◆ Assist in program's implementation of the Air Quality Management Plan. The Air Quality Program has developed a set of regulations for air pollution sources located on the Community. This comprehensive set of air regulations was approved by EPA and it allows the program to conduct compliance inspections and take enforcement actions to correct the issues, if needed.
- ◆ Conduct Non-Title V Compliance Inspections for 22 sources located on the Community. Some of those sources include; gas stations, concrete batch plants, hot mix asphalt plants, aggregate processing plants, and casino gaming and hotel facilities.
 - ❖ Compliance inspection includes record reviews, emissions testing validations, permit fee validations, and construction of inspection reports.
- ◆ Ensured enforcement and compliance of Fugitive Dust Generating Operations on the Community by approving Earth Moving Permits. Fugitive Dust Generating Operation means any activity capable of generating fugitive dust including but not limited to, land clearing, excavating, construction, demolition, material handling, vehicle use and movement, or unpaved parking lots.
 - ❖ This was done by ensuring application completeness, payment of fees, responding to complaints, and conducting compliance inspection on all Earth Moving activities (mainly construction projects).
- ◆ Ensured enforcement and compliance of Open Burn Regulations on the Community by approving Open Burn Permits and forwarding information to Gila River Fire Department. This collaboration ensured no open burns on the Community took place during burn bans. All Open Burn Permits were maintained in database.
- ◆ Assist in the Monitoring aspect of program by monitoring the ambient air across the Community. The Air Quality Program operates and maintains three ambient air pollution monitoring sites- Sacaton, Casa Blanca, and St. Johns. All three sites have meteorological stations (e.g. wind speed, temperature, humidity, etc.) and monitor for particulate matter less than or equal to 10 microns (PM10). The Sacaton and St. Johns sites also monitor for ground level ozone.
 - ❖ Maintaining monitoring equipment include; bi-weekly checks to ensure data is valid, troubleshooting monitoring equipment when system fails, conduct quality control checks, and recording data on field sheets.
- ◆ Assist in developing educational and outreach material on the Community for the Annual Ambient Air Monitoring Network Review and Plan reported to EPA. This plan was presented to all 7 districts across the Community detailing the previous year's ambient air quality data and future changes to the network.
- ◆ Assist in developing educational and outreach material for the Air Quality Program at local districts, community events, colleges, schools, and public events.
- ◆ Assist in program's flag program by conducting outreach to local schools to participate in program. The flag program uses the air quality index to indicate how clean or polluted the air is on a particular day, and the health effects/risks associated with each level. It uses a color coding system to determine the quality of air.
- ◆ Assist in Diesel Emissions Reduction Act (DERA) on the Community by implementing the change out of school buses utilizing diesel engines.

Ex. 6 Personal Privacy (PP)

- ◆ Assist in the program's implementation of the Tribal Minor New Source Review Rule on the Navajo Nation by offering compliance assistance to potential sources. The program assisted minor sources by calculating potential to emit to determine applicability, and maintained an Access database of all registered sources.
- ◆ Knowledge of the Federal and Tribal Environmental Law, Standards and Regulatory processes such as the Navajo Nation Clean Air Act, the Navajo Nation Operating Permit Regulations, the Navajo Nation Environmental Policy Act, and Title V of the Clean Air Act; specifically permitting rules and regulations that pertain to the 12 Title V sources permitted by the Navajo Nation.

- ◆ Conduct Title V Annual Compliance Inspections for 10 sources located on Navajo Nation (One coal mine, oil and gas field, seven natural gas compressor stations, and one emergency flare) by preparing necessary pre-inspection documents according to the program inspection protocol.
 - ❖ Compliance Inspection involved a full five-year records review, attend RATA testing, check emission calculations submitted by the facilities, review annual compliance reports, and write Title V Compliance Evaluation Inspection Reports.
- ◆ Assisted in the review of Title V operating permit renewal applications by determining completeness, assist in incorporating any new rules or regulations into the Title V Permit, prepared necessary documents to release the permit for public notice, conduct and organized Public Hearings in response to the Title V Permits, and assisted in the response to public comments.
- ◆ Issued corrective actions and compliance plans for facilities to obtain compliance with established regulations in resolving complaints/violations.
- ◆ Ensured enforcement and compliance of the Navajo Nation Open Burn Regulations on the Navajo Nation by issuing Open Burn Permits and Registration forms, checked for application completeness, respond to Open Burn citizen complaints and tracked complaints through report writing, and maintain a database of all files and registration forms.
- ◆ Assist the program in monitoring ambient air quality on the Navajo Nation. The program monitors for Particulate Matter (PM_{2.5} & PM₁₀), Sulfur Dioxide, Nitrogen Dioxide, Ozone and Hydrogen Sulfide; Nazlini, AZ (collocated site with a MET & FRM), Crownpoint, NM (MET & TEOM), Shiprock, NM (MET, TEOM, and Gaseous Analyzer) and Aneth, UT (MET, TEOM, & Gaseous Analyzer).
- ◆ Assist in developing educational and outreach material to minimize indoor air quality issues in relation to wood and coal smoke.
 - ❖ Wood stove burning practices; stove maintenance, proper wood storing, appropriate moisture content of wood, and ventilation of homes.
 - ❖ Conduct Indoor Air Quality Assessments and provide recommendations if needed (CO, relative humidity, temperature, and Particulates).
- ◆ "From Home to School: Tribal Indoor Air Quality Intervention Study", a collaboration with University of Tulsa to conduct study that will determine the effects of indoor air quality on asthma related triggers in Navajo Nation homes & school environments.
- ◆ Conduct education and outreach for the Operating Permit Program, Air Quality Control Program and Open Burn Regulations at local chapter houses, community events, colleges, and school classrooms and other public events.

Operations Officer, Camp with the Champs Basketball Camps

Every June ('07 to '11)

Ex. 6 Personal Privacy (PP)

- ◆ Participated in the formulation of policies, procedures and programs related to health promotion through basketball.
- ◆ Developed and implemented plans for expansion or revision of present camp programs and services to meet the changing needs of campers.
- ◆ Prepared and submitted annual spending plan.
- ◆ Scheduled and publicized camps and activities using a variety of strategies including social marketing and media.
- ◆ Conducted meetings and conferences with staff to explain work requirements, methods and procedures.

Awards and Accomplishments

- | | |
|--|-----------|
| ◆ President and Dean Honor Roll (HINU) | 2007-2011 |
| ◆ Chief Manuelito Scholar (highest academic scholarship from my Tribe) | 2008-2011 |
| ◆ Midlands Collegiate Athletic Conference (MCAC) Scholar Athlete of the Year | 2008-2009 |
| ◆ National Association of Intercollegiate Athletics (NAIA) Academic All-American | 2008-2010 |
| ◆ NAIA All-American Athlete (Basketball) | 2009-2010 |
| ◆ HINU Female Scholar Athlete of the Year | 2008-2010 |
| ◆ American Indian College Fund Scholar | 2007-2011 |